



Course Content
Access Advanced
Duration: 1 Day

Overview

MODULE 1

Table Design
Normalization
First normal form
Second normal form
Third normal form
Fourth normal form
Fifth normal form

MODULE 2

Advanced Queries
Autolookup query
Update Query
Adding criteria to the update statement
Append query
Delete query
Extracting data from tables
Cross Tab Query

MODULE 3

Creating Custom Forms and Subforms
Creating forms in design view
Adding you own header and footer sections

MODULE 4

Creating Custom Reports
Creating reports in design view
Example of custom report
Label Wizard

MODULE 5

Creating Charts
Selecting data for the chart
Modifying the chart data

MODULE 6

Pages
Designing different types of data access pages
Designing different types of Data Access Pages
Benefits of grouped data access pages
Grouped data access pages in design view
Using data access pages in Internet Explorer
Applying a theme to a page

MODULE 7

Modules
Visual basic screen
Terminology
Using the Immediate window
Writing user defined functions
Conditional statements
Select case statement

